DCIPS Performance Management Job Aid for Employees

Defense Civilian Intelligence Personnel System (DCIPS) is designed to support your career development by promoting planning with assistance from your Rating Official throughout the annual Performance Management (PM) process. The annual PM process of the DCIPS Human Capital Lifecycle occurs in three phases, with specific activities associated with each phase. This job aid provides guidance on Phase I (Plan Performance), which occurs within 30 days from the beginning of the performance evaluation period.

Plan Performance Phase Activities

Phase I: Plan Performance

Phase II: Manage Performance

Phase III: Evaluate Performance

PM Phases

Plan Performance Phase Activities:

A. Discuss performance expectations.

B. Establish a performance plan that includes SMART performance objectives.

C. Create an Individual Development Plan (IDP).
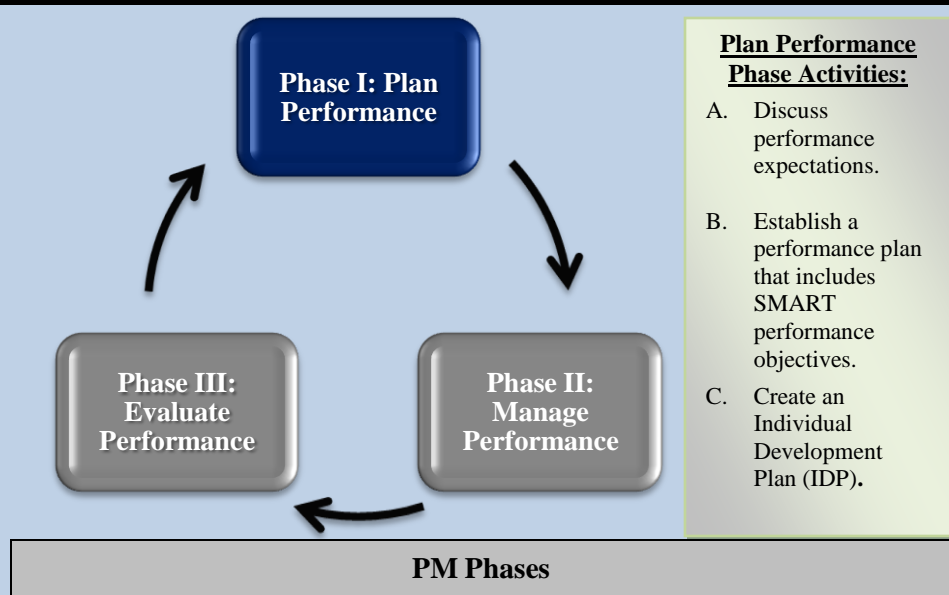
Key Activity (A): The Performance Expectations Discussion

During the Plan Performance phase (first 30 days), you must meet with your Rating Official (usually your immediate supervisor) to discuss the following performance expectations:

✓ Establish a performance plan for the evaluation period that includes performance objectives (POs) within the Performance Appraisal Application (PAA) Tool; ensure you understand how you will be rated (refer to the *Evaluate Performance Phase* job aid for more information on ratings).

✓ Establish an Individual Development Plan (IDP) that addresses targeted areas of development and future career goals. **Note**: Your performance plan and IDP are living documents that need to be reviewed throughout the evaluation period.

✓ Discuss training and development opportunities; mentoring and coaching programs; details and reassignments; and professional and technical development opportunities.

✓ Understand how to document accomplishments throughout the evaluation period.

Key Responsibilities During the Plan Performance Phase

- **Ensure your PM accounts are activated:**
  - Open your MyBiz account at: https://compo.dcpds.cpms.osd.mil/.
    - If you are a supervisor, you will already have an established MyWorkplace account.
  - Login to the Performance Appraisal Application (PAA) Tool and ensure the accuracy of your rating hierarchy. Note: A Common Access Card (CAC) is needed for this step. For more information, read the "MyBiz/Workplace Login Instructions" guide at: http://www.dami.army.pentagon.mil/site/dcips2/Training/MyWorkplaceLoginInstructions.pdf.

- **Learn more about DCIPS PM:**
  Training
  - Take the following online training courses and/or read the following guides:
    - "DCIPS 101" at: http://dcips.dtic.mil/swat2/courses/DCIPS/DCIPS_101/distrib/index.htm.
    - "DCIPS iSuccess" at: http://dcips.dtic.mil/iSuccess/.
    - "Train-the-Trainer Session: Workshop for Writing Effective Performance Objectives" at: http://www.dami.army.pentagon.mil/site/dcips/docs/Lifecycle/ER/Perf_Obj_Workshop_Briefing_Train-the-Trainer_v2.ppt.
    - "How Do I…A Guide to Completing Key Actions in the DCIPS PAA" at: http://www.dami.army.pentagon.mil/site/dcips/docs/Lifecycle/ER/DCIPS-How_Do_I.PDF.

  Policy
  - Army Policy Volume (AP-V) 2011 Performance Management at: http://www.dami.army.pentagon.mil/site/dcips/LR.aspx.

  Resources
  - Roles and Responsibilities at: http://www.dami.army.pentagon.mil/site/dcips/RR.aspx.
  - "Performance Management At-a-Glance" Job Aid at: http://www.dami.army.pentagon.mil/site/dcips/docs/Lifecycle/ER/DCIPS%20Performance%20Management%20At%20A%20Glance%20%20(3).pdf.
  - Army DCIPS website (NIPRnet) at: http://www.dami.army.pentagon.mil/site/dcips
  - DCIPS EYE Newsletter.

- **Schedule and participate in a performance expectations meeting with your Rating Official (see *Key Activity (A)*):**
  - Establish a performance plan that includes POs based on the meeting (see *Key Activity (B)*).
  - Create an Individual Development Plan (see *Key Activity (C)*).

Key Activity (B): The Performance Plan

Performance objectives (the "What"): 3-6 SMART Objectives that establish criteria against which your success is measured. POs are aligned to the Department of the Army and organization goals and objectives that set your specific performance targets (60% of final rating).

Performance elements (the "How"): A standard set of 6 behaviors for all DCIPS positions that describe how you are to successfully perform your job (40% of final rating).

SMART Framework

Use the **SMART** (*S*pecific, *M*easurable, *A*chievable, *R*elevant and *T*ime-bound) framework when writing your POs. This framework will help keep your objectives clear, concise and measurable.

S Specific means that an observable or verifiable accomplishment is described.

M Measurable (or observable or verifiable) means that a method or procedure is in place to assess and record the behavior or action on which the objective focuses, and the quality of the outcome.

A Achievable means that a performance objective is something you can do that will support a work unit goal. The performance objective should be sufficiently challenging but not so complex that it cannot be accomplished.

R Relevant implies that the performance objective is important to your employee and the organization. It is derived from the National Intelligence Strategy (NIS), the Defense Intelligence Guidance (DIG), and the mission objectives of your organization.

T Time-bound means that there is a point in time when the performance objective starts and when it ends.

Performance Elements for Employees

There are 6 PEs for employees that are rated separately from POs. Rating Officials rate your performance against each PE by comparing your performance to the performance element behavioral descriptor specific to your work category. *For employees who are assigned to the supervision/management work category; please note that PEs 5 and 6 are different.

EMPLOYEES	SUPERVISION/MANAGEMENT
Accountability for Results	Accountability for Results
Communication	Communication
Critical Thinking	Critical Thinking
Engagement and Collaboration	Engagement and Collaboration
Personal Leadership and Integrity	Leadership*
Technical Expertise	Managerial Proficiency*

For more information on PEs, please refer to the "IC Performance Standards" Guide at: http://dcips.dtic.mil/documents/IC_Performance_Standards_23Apr09_Final.pdf.

Key Activity (C): The Individual Development Plan (IDP)

The **IDP** is completed during the first 30 days of the PM process and is used to document the developmental goals you have for the performance evaluation period. The IDP helps you plan out the steps you need to take to develop skills and advance your career. Your IDP must include the following basic features:

- ☐ A statement of your career goals and a statement of your immediate and long-range developmental needs.
- ☐ A specific statement of the training, education, individual coaching, work assignments or other activities designed to improve your capability within your career field.
- ☐ An action plan for you to develop the specific competencies, knowledge and skills needed to improve performance in your present position and to prepare you for new responsibilities.
- ☐ A written plan, approved by your Reviewing Official, for scheduling and managing your developmental activities through the performance year.

It is a good idea to tailor the following goals to include in your IDP:

- ✓ Learning opportunities.
- ✓ Developing/gaining additional technical skills.
- ✓ Engaging in career development activities/apprenticeships.
- ✓ Participating in experiences outside specialty areas through rotations in other commands or deployments.
- ✓ Contributing to the needs of the organization/team.
- ✓ Discussing career progression with management.
- ✓ Participating in a mentoring program.